Western Washington Amateur Relay Association
Proposed Bylaws
Final Draft

Article I: Name

This organization shall be known as the Western Washington Amateur Relay Association hereinafter referred to as the WWARA. The WWARA is incorporated in the state of Washington as a non-profit corporation and enjoys a non profit status with the United States Internal Revenue Service. The term "relay" shall be defined as including repeaters, remote bases and remotely controlled stations, herein after referred to as systems.

Article II: Purpose

The purpose of the WWARA shall be:

a. Provide voluntary system coordination recommendations for efficient management of repeater sub band spectrum as identified in CFR 47, Part 97.

b. To recommend technical and operational standards for amateur radio relay systems when requested by individuals who are authorized to operate in the repeater sub band spectrum as defined by CFR 47, Part 97.

c. To provide educational opportunities to all individuals who are authorized to operate in the repeater sub band spectrum as identified in CFR 47, Part 97, by identifying ways to minimize radio interference between and among systems and users in those repeater sub bands identified in CFR 47, Part 97.

Article III: Membership

Membership in the WWARA shall be open to all individuals or organizations that wish to join and make payment of annual dues.

a. The membership period shall be the calendar year, January first through December 31st. Any member with dues lapsed for more than the current year shall be required to apply as a new member. Dues received between January 1st and October 31st will be credited towards the current year dues. Dues received in November or December will be credited towards the following year dues.
b. Application for new membership will be recognized at the current meeting, and will have the rights of member at the next meeting.

Article IV: Voting

Section 1. The right to vote in matter of WWARA business shall be accorded each member whose Association Membership dues are current.

Section 2. Each member may exercise his or her vote through a party designated by that representative in writing, presented to the Secretary at or before a meeting.

Article V: Board of Directors

Section 1. Structure

The Board of Directors shall consist of three Officers, Chairman, Vice-Chairman, Secretary-Treasurer and four representatives.

Section 2. Duties of Board

The Board of Directors shall be responsible for administering WWARA activities in accordance with the wants and needs of the members subject to the Bylaws.

Section 3. Elections of Board

The election of Directors shall take place at the last General Business meeting of the year.

Section 4. Board Qualifications
The Board of directors shall be elected from individual WWARA members. Nominees if not present shall submit evidence as to their willingness to serve.

Representative positions 1 and 2 shall be nominated from members living in the Snohomish, King or Pierce counties. Representative positions 3 and 4 shall be nominated from members living outside Snohomish, King or Pierce counties. In the event that there are no members willing to serve as representative from within these geographical boundaries, nominations shall be accepted for any member regardless of geographical location.

Section 5. Terms of Office
a. The office of Chairman, Vice-Chairman and Secretary-Treasurer shall be one calendar year.
b. Representatives shall be two calendar years. Odd numbered Representative positions shall be elected to serve beginning in odd numbered years. Example, Representative positions 1 and 3 will be elected December 2000 to begin serving 2 calendar years starting 2001.

Section 6. Limitation of Terms
a. Representatives shall not be reelected unless the office holder has been appointed by the Board to fill an unexpired term subject to Section 4 of this Article.
b. Representatives appointed to fill an unexpired term greater than 12 months are not eligible to be elected as a representative.
c. Officers may be reelected.

Section 7. Director Vacancy
In the event a Director is unable to complete his or her term for any reason the Board of Directors shall appoint a temporary Director who will serve until the next election.

Representative positions 1 and 2 shall first be appointed from members living in Snohomish, King or Pierce County. Representative positions 3 and 4 shall first be appointed from members living outside Snohomish, King, or Pierce county. If there are no members living within the specific geographical boundaries willing to serve, the Board may appoint any member to fill the vacancy through the end of the representatives unexpired term.

The positions of Vice-Chairman or Secretary may be appointed from any member.

Section 8. Removal of a Director
A Director can be removed by a majority vote of the Board of Directors or by the membership.

Section 9. Decisions of Directors
All Board of Directors' actions may be reversed by a majority vote of the membership.

Section 10. Automatic Resignation of Director
The Board of Directors shall replace Board of Directors members missing three consecutive general business meetings.

Article VI: Duties of Officers
Section 1. It shall be the duty of the Chairman to:
a. Represent the membership, declaring its will and obeying its command in all matters and regards.
b. Preside over all WWARA meetings.
c. Supervise the activities of all standing committees.

Section 2. It shall be the duty of the Vice-Chairman to:
a. Represent the membership, declaring its will and obeying its command in all matters and regards.
b. In the absence of the Chairman preside over all WWARA meetings.
c. Be chairman of the Membership Committee.

Section 3. It shall be the duty of the Secretary - Treasurer to:

a. Keep accurate minutes of all meetings and correspondence.
b. Perform such secretarial duties as may be requested by the Directors and or Committee Chairpersons.
c. Keep accurate records of all financial transactions of the WWARA.
d. Performs such financial duties as may be requested by the Directors.
e. Maintain the only official WWARA database record and make it available for official business.
f. Maintain an official roster of the membership and maintain current accurate copies of all organizational documents (including by-laws and policies).

Section 4. Representative Duties

a. It shall be the duty of the Representatives to assist in the administration and in representing the membership and obeying its command in all matters and regards.
b. Participate in discussions related to the work of the Association.
c. To assist, where needed, in the work of the Association.
d. To monitor the work of the Association for compliance with these Bylaws and the current WWARA Coordination Policies.
e. To monitor the effectiveness of the WWARA's Policies on an on going basis and present to the Board and Members recommendations for changes that will improve the effectiveness of the organization.
f. To verify that the work of the WWARA is in compliance with CFR 47, Part 97.
g. In the event that the Representatives monitor a violation or inconsistency with the Association's operation the Representatives shall present their findings to the membership at the next General Business meeting.

Article VII: Appointments and Committees

Appointments and Committee chairpersons shall be members of the Association.

Section 1. Technical Committee

The Technical Committee of the WWARA shall be a standing committee of the WWARA. The WWARA Board of Directors shall appoint its members. The function of the Technical Committee shall be to:

a. Advise the Board as to technical matters.
b. To assist members of the WWARA in resolving technical matters.

Section 2. Membership Committee

The Vice-Chairman shall chair the Membership Committee of the WWARA. The function of the committee shall be to:

a. Solicit membership in the Association from all individuals who are authorized to operate in the repeater sub band as identified in CFR47, Part 97.
b. Maintain a voting security system.

Section 3. NFCC Liaison Committee

The Board of Directors shall appoint a NFCC Liaison Committee. The NFCC Liaison committee shall be responsible for interfacing of the WWARA with the NFCC.

Section 4. Coordinating Committees

The Board of Directors shall appoint a chairman for the following committees:

a. 10 and 6 meters
b. 2 Meters
c. 222 MHz
d. 440 MHz
e. 902 and 1200 MHz

Coordination committees shall keep accurate records of all communications either verbal or written concerning their WWARA activities and provide copies of those records to the Board of Directors and the Secretary – Treasurer so that the records become official documentation of the WWARA.

Coordination recommendations by each frequency coordination committee / chairman will be reviewed and voted on by the Board of Directors.

Section 5. WWARA Webmaster
The Board of Directors shall appoint a webmaster for the WWARA web site. It shall be the responsibility of the webmaster to maintain the WWARA web site, operations remailer and standardize all computer documentation for the secure access by the Board of Directors and informational access by the general public.

Section 6. Other Committees
The Board of Directors may establish such other committees and appoint representatives as may be necessary to carry out WWARA business. All committees and representatives shall be responsible to the Board of Directors.

Section 7. Financial Review Committee
The Board of Directors shall appoint a financial review committee consisting of the Secretary/Treasurer, one Representative and one member at large to review the Association's financial records each year. The financial review shall be completed between the first Saturday of December and the first Thursday in February and whose results shall be presented to the Membership at the February meeting.

Section 8. Publications Editor
The Board of Directors shall appoint a person(s) to edit and create WWARA publications including the WWARA newsletter The Coordinator.

Article VIII: Electronic Communications

a. It is required that all elected Officers and Representatives, as well as appointed Committee Members are capable of reception and transmission of electronic mail.
b. The Officers and Representatives, as well as Committee Members shall be subscribed to the "Operations Remailer"
c. The Board shall approve those that are subscribed to the Operations Remailer.
d. The Operations Remailer shall be open to all members to view.

Article IV: Meetings

Section 1. General Business Meetings
The WWARA shall hold at least 6 General Business meetings per calendar year and such other special meetings that may be called. Robert's Rules of Order shall govern GBM meetings.

Section 2. Notice of Meetings
Written notice of all General Business meetings shall be mailed to all members not less than 7 days prior to said meetings.

Section 3. Quorum
a. Quorum for all meetings shall be those Members present.
b. Quorum for Board of Director activities shall be four Directors.

Section 4. Physical Board Meetings

a. The Board of Directors may convene a physical meeting to conduct business of the Association when circumstances dictate the necessity.

b. The Chairman, 4 Directors or a written request of 25% of the members may call special meetings. Reasonable effort shall be made to notify all Directors and Members.
c. All physical Board meetings shall be held in a public accessible venue.
d. The Board shall designate an individual responsible to publicize physical Board meetings in as much in advance as possible. Each member of record shall be emailed and notice of the meeting shall be published on the Association's web site.

Section 5. Regular Meetings
All General Business Meetings of the WWARA shall be held in public buildings or facilities open to all interested parties. The Board of Directors shall set the time and location for all meetings.

Section 6. Virtual Board Meetings
a. The WWARA Operations Remailer shall function as a continuous virtual meeting via which the business of the association shall take place. All routine OFFICIAL work of the Association shall take place via the Operations Remailer. Any direct communications between subscribers shall not be deemed official communications and shall not be considered official WWARA business.
b. Communications between the various Committee Chairmen and the Board and/or its members shall be copied to the Operations Remailer.
c. The Chairman or Vice Chairman shall moderate Operations Remailer discussions between Board and Committee Members in such a manner as to assist in the discharge of Association Business and encourage participation by all.
d. Decisions made by Committees shall be presented to the Board via the Operations Remailer for review.
e. In the event a Board decision is not unanimous, the Board shall be polled and the results of that vote shall be presented to the Membership at the next meeting.
f. A Board member not agreeing with a decision by the majority of the Board may if he wishes present his position to the Membership at the next general business meeting. The Board members shall advise the other members of his decision to address the membership via the Operations Remailer.
g. A summary of decisions made by the Board shall be reported to the membership at the next general business meeting where adequate time shall be provided for questions and explanations in addition to being published in The Coordinator.

Article X: Dues and Assessments
WWARA dues and assessments shall be determined by the Board of Directors and approved by the membership.

Article XI: Affiliations
The WWARA may affiliate with or sponsor such other organizations, as the Association may deem appropriate.

Article XII: Binding Actions
All actions passed by a vote of the WWARA within the authority of these Bylaws shall be considered binding on all members as the policy of the WWARA.

Article XIII: Disbursement of funds
Should the WWARA disband, the remaining funds from the treasury shall be donated to a nonprofit organization of similar interest or the National Frequency Coordination Council.

Article XIV: Amendments
The Bylaws may be amended by a majority vote of the membership at a General or Special membership meeting. Notification of intent to amend must be made 7 days prior to the meeting.

Article XV: Indemnification

Actions for the behalf of the Corporation by the Directors shall be indemnified to fullest extend allowed by law.

Article XVI: Glossary

CFR	Code of Federal Regulations
GBM	General Business Meeting
MHz	MegaHertz
NFCC	National Frequency Coordination Council